HURMAN 2006 - NEW FTP PROCESS

Help Document

FTP User Registration Details

As part of the rollout of the HuRMan 2006 – New FTP Process project, all continuing FTP users will need to re-register with DHRM. Going forward, FTP access to the DHRM HuRMan File Repository is intended for use by automated processes only or for other agency-specified compelling reasons.

To re-register, go to the DHRM-ITECH webpage (http://web1.dhrm.virginia.gov/itech/) and select "Request Access" on the upper-left panel of the page. Then click on "DHRM FTP Access Request Form" to call up the online web form. Follow the instructions on the form. The form is fill-able; but must be printed and submitted as a signed hard-copy. Each submitted form must be approved (signed) by the agency PMIS Security Officer (PSO) and by the agency HR Director (AHRD).

In completing the *DHRM FTP Access Request Form*, please note:
- All FTP registrations must denote a person-specific user. Non-person-specific userids will not be allowed.
- Be sure to specify on the form whether the user needs upload and/or download access.
- Be sure to complete the "Access Justification" portion of the form to include an attestation that the FTP access will be used by an automated process as intended. Alternatively, specify in this section the compelling reason(s) why the agency is requesting to use FTP manually to access HuRMan. DHRM will work to accommodate agency needs but will disallow FTP usage where standard HuRMan browser-based access (i.e. manual uploads and downloads) is a reasonable alternative.
- Be sure also to include your PMIS "***Employee Id***" number (xxx-xx-xx) on the form. **

   - **Current or former COV Classified Employees:** If you are now or have been, employed directly by COV, you should have an Employee Id on PMIS and/or a Participant Id on BES. (This is the unique system identifier for you as a person on PMIS or BES.)

      - On the PMIS Employee Display (PSE305/PSE309) or the BES Participant Display (PSB305/PSE309), it is the "ID" field located in the upper right portion of the detail display.)

   - **COV Wage Employees:** (i.e. employed directly by the Commonwealth). DHRM can generate a PMIS "***Employee Id***" for you. Please include on the form: your last name, first name, **date of birth and social security number**. A PMIS "***Employee Id"*** number will be created for you as part of the HuRMan re-registration process.

   - **** All Others:** If you are neither a current/former COV classified employee nor a current COV Wage employee, then DHRM requires you to provide a valid drivers license number as part of the re-registration process. Please include your current driver's license number on the form and specify which state (e.g. a Virginia driver's license).

If your agency does not require FTP access to upload/download files or reports to/from the DHRM HuRMan Repository, then please request the standard DHRM HuRMan "File Repository" and/or "File Upload Utility" accesses as needed. Refer to the broadcast, "HURMAN 2006 – NEW LOOK AND FEEL" at the DHRM-ITECH webpage for information on how to request standard access.

SFTP Client-side Software: Some Suggested Programs

DHRM has tested the following secure file transport protocol (SFTP) client programs and has found them to work well with the new DHRM SFTP server.

These products are just suggestions. If you already have an SFTP client program that meets your needs and the requirements of the Secure FTP Connections Details (see following section below), you can certainly use that program.

- **Globalscape Cute FTP V8**
  On the web: www.globalscape.com/cuteftppro/
  Phone: 1-800-290-5054
  Cost: Approximately $59.95

- **Ipswitch WS_FTP Professional 2007**
  On the web: www.ipswitch.com/products/ws_ftp
  Phone: 1-800-793-4825
  Cost: Approximately $54.95

- **Filezilla V2.2.27**
  On the web: http://filezilla.sourceforge.net/
  Cost: Open Source

- **PSFTP V0.58 beta**
  On the web: www.chiark.greenend.org.uk/~sgtatham/putty/
  Cost: Open Source

SFTP Secure Connection Details

When installing your SFTP client-side software, please use the following connection parameters as appropriate.

- **Host Name: sftp.dhrm.virginia.gov**
  Please use host name if possible to prevent future problems with any change in IP address.

- **Host Address: 208.35.28.61**
  Please use IP address only if your client program can not resolve host names.

- **Protocol: Secure File Transfer Protocol (SFTP) utilizing SSH2 on port 22**
  Please note: Utilizing port 22 and protocol SFTP (utilizing SSH2) may require your agency to adjust its firewall rules to allow this connection to pass.

  Please do not confuse the SFTP protocol with the *FTPS* protocol which uses SSL. (FTPS using SSL is not compatible with SFTP).

Secure Connection: Testing and Sign-Off Details

When your agency's designated FTP userid has been received from DHRM and you have installed the SFTP client software, please test the secure connection to HuRMan, test your userid download/upload capabilities and advise DHRM upon completion of the successful tests.

The installed client SFTP software should connect seamlessly to HuRMan when set with the host name/address and protocol parameters (see preceding section above).

Once connected, please test each approved capability of your FTP userid. This will help ensure a smooth transition of FTP processes for the conversion of the production repository in late October.

- **Test Data Provided:** Each agency "folder" will contain a test data file (50 records, each record 1792 characters in length) and a test report. Both will have ".txt" file extensions.

- **For Download Capability**: Please download the test file and the test report from HuRMan to your agency's desktop or local network.

- **For Upload Capability**: Please upload a text file of your choosing from your agency desktop or local network to the HuRMan repository.

- **Testing Sign-Off:** When you have successfully tested your secure FTP connection, please email a sign-off of the successful test to the DHRM-ITECH contact below. Please include "Secure FTP Tested Successfully" in the subject line.

If you have problems establishing or testing the SFTP connection, please contact the DHRM-ITECH staff below:

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